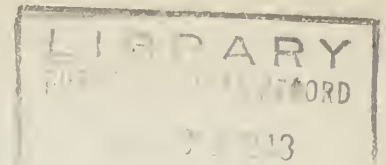


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U. S. DEPARTMENT OF AGRICULTURE
June 15, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-24

To: All Branch and Division Chiefs
Chiefs, Regional Fiscal Divisions

From: Edward J. Kelly, Chief, Finance and Accounts Division

Subject: Identification of Copies of Purchase Contracts

It has come to the attention of this office that commodity vouchers submitted under a purchase contract are occasionally audited and paid through different Regional Voucher Review Sections. This results in a lack of contract control and in at least one instance has resulted in duplicate payments.

In order to maintain an efficient control of all contracts and eliminate duplicate payments thereunder, commodity Branches are hereby requested to identify copies of all contracts prior to routing to Regional Fiscal Divisions. This should be accomplished by means of a stamp indicating "Voucher Review Copy" or "Accounting Section Copy" as the case may be.

Regional Fiscal Divisions are hereby instructed that vouchers submitted under contracts dated on and after June 20, 1943, shall be audited only against the "Voucher Review Copy" of the contract.

Edward J. Kelly

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July 31, 1943

FINANCE AND ACCOUNTS DIVISION MEMORANDUM NO. A-24

Supplement 1

To: Branch and Division Chiefs
Chiefs, Regional Fiscal Divisions

From: H. O. Hart, Acting Chief, Finance and Accounts Division

Subject: Identification of Copies of Amendments to Purchase Contracts

Finance and Accounts Division Memorandum No. A-24 established procedure for identification of copies of purchase contracts.

The Commodity Branches are hereby requested to identify all copies of amendments to purchase contracts prior to routing to Regional Fiscal Divisions by stamping thereon "Voucher Review Copy" or "Accounting Section Copy" as the case may be.

Regional Fiscal Divisions are hereby instructed that amendments to purchase contracts dated subsequent to August 10, 1943, used in the audit of claims be stamped "Voucher Review Copy."

H. O. Hart

F-836

